

FPDC FORM 440  
Revised October 31, 2008

**NOTICE TO PROCEED**

**DATE:**

**TO:** Contractor's Name  
Contractor's address

Planning Services  
☐ Limited ☐ Extended

**RE:** Agency  
Building Name and Project Title  
City, Kansas  
Project Number

Gentlemen:

You are hereby notified to commence work on the referenced project on Construction Start Date and are to be fully complete with the work, including all punch list items, within Number of Calendar Days consecutive calendar days. Therefore, the contract completion date is Construction Completion Date.

This project is exempt from sales tax. Work should only commence after sales tax exempt certificate is received by the contractor from the agency.

Sincerely,

s/ *Your Name*

Your Job Title  
Facilities Planning, Design & Construction

ec Lori Ploude  
Inspector  
Agency Representative  
Architect or Engineer